Name:

**PERFORMANCE CRITERIA**

1. **Manage electronic mail**
   1. Set security levels and/or filters for incoming email in accordance with organisational requirements

2.2 Create and maintain individual mailboxes in accordance with organisational requirements

2.3 Store email and/or attachments in accordance with organisational requirements

2.4 Empty inboxes and archive or permanently delete in accordance with organisational requirements

2.5 Prepare and maintain electronic **mailing lists** in accordance with organisational requirements

***Instructions:***

**Note:** Different E-mail programs may have different method ofperforming the following settings.

* Log into the DET Portal and access your E-mail account.
* ***Carry out the following tasks taking screenshots*** (Alt + Prnt Scrn) ***where necessary to record your activities.***
* Copy the screenshots into a **Word** document.

1. Create a **Label** called **Peter Stuart**. **Move** all E-mails I have sent you to this folder.
2. Create a **Label** called **Class**. **Move** all E-mails from your fellow class mates to this folder.
3. Create a **Label** called **My Spam**.
4. Go to **Settings, Filters.**
   1. **Create a New Filter.**
   2. Add me and the members of your class to the **Class l**abel.
   3. Add [mudbrick951@yahoo.com.au](mailto:mudbrick951@yahoo.com.au) to **My spam** label.
5. Send me an E-mail indicating it is of “**High Importance”**. The subject line is **“High Importance”**.
6. Create a **Folder** called **Email Attachments** on your ***“U” drive*.** Save acopy of any E-mail attachments to this folder.
7. Go to your **Deleted Items** folder; take a **screenshot** of this folder. (Alt + Prnt Scrn)
   1. Empty your **Deleted Items** folder; take another **screenshot** of this folder. (Alt + Prnt Scrn)
8. Create an E-mail **Group** if you have not already done so. Add me and all members of the class to the list.